# LincPass Light Activation Deployment Briefing

**LincPass**
simple. smart. secure.

**May 11th, 2011**

- The Light Activation enables:
  - *Activation of LincPass Credentials and post issuance activities from an Internet web portal, from any computer meeting the minimum requirements*
  - *The freedom to move the equipment at any time to other locations*

- The Light Activation capability accommodates ALL existing attended and unattended use cases including:
  - *Attended/ Unattended Activation*
  - *Attended/ Unattended PIN Unlock*
  - *Attended/ Unattended Certificate Update*



Light Activation Kit

OmniKey Smart Card Readers

Cogent Fingerprint Reader

USAccess Light Activation Installation CD

Agency Provided Workstation or Laptop

**USDA**

**LincPass**
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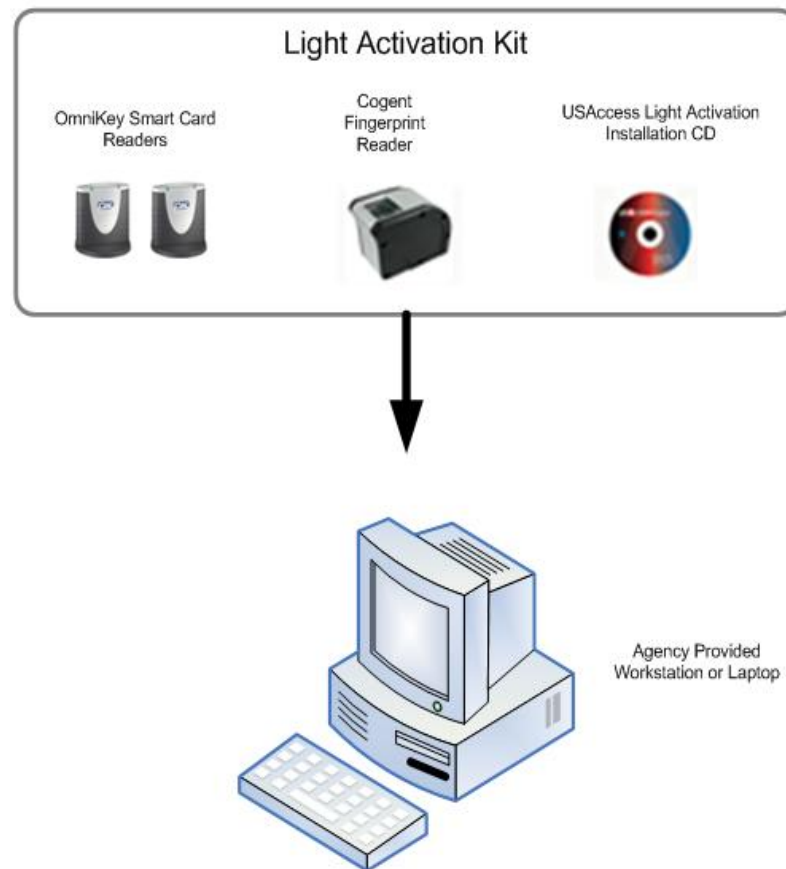
## LAS JumpKit

- 2 OmniKey Cardman 3121 card readers

- 1 Cogent CSD 330 single fingerprint device

- Install CD that includes:
  - ActivClient v6.1
  - Device Drivers for OmniKey and Cogent
  - ActivIdentity CMS ActiveX Controls
  - CMS Public Root Certificate
  - Java Runtime v1.6 or newer
  - .NET Framework 2.0 Runtime
  - Consolidated Install Utility
  - Network Connection Test Utility
  - Installation Guide
  - User Guide

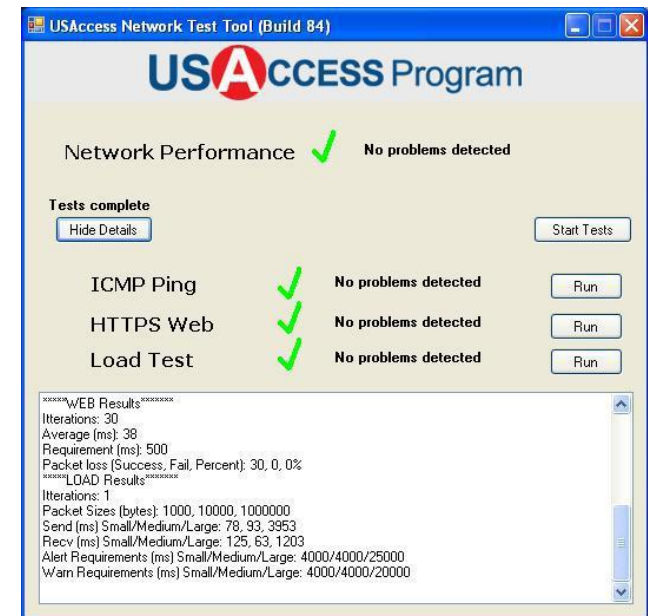*Agency Must Provide a Computer & an Operator (Activator)*
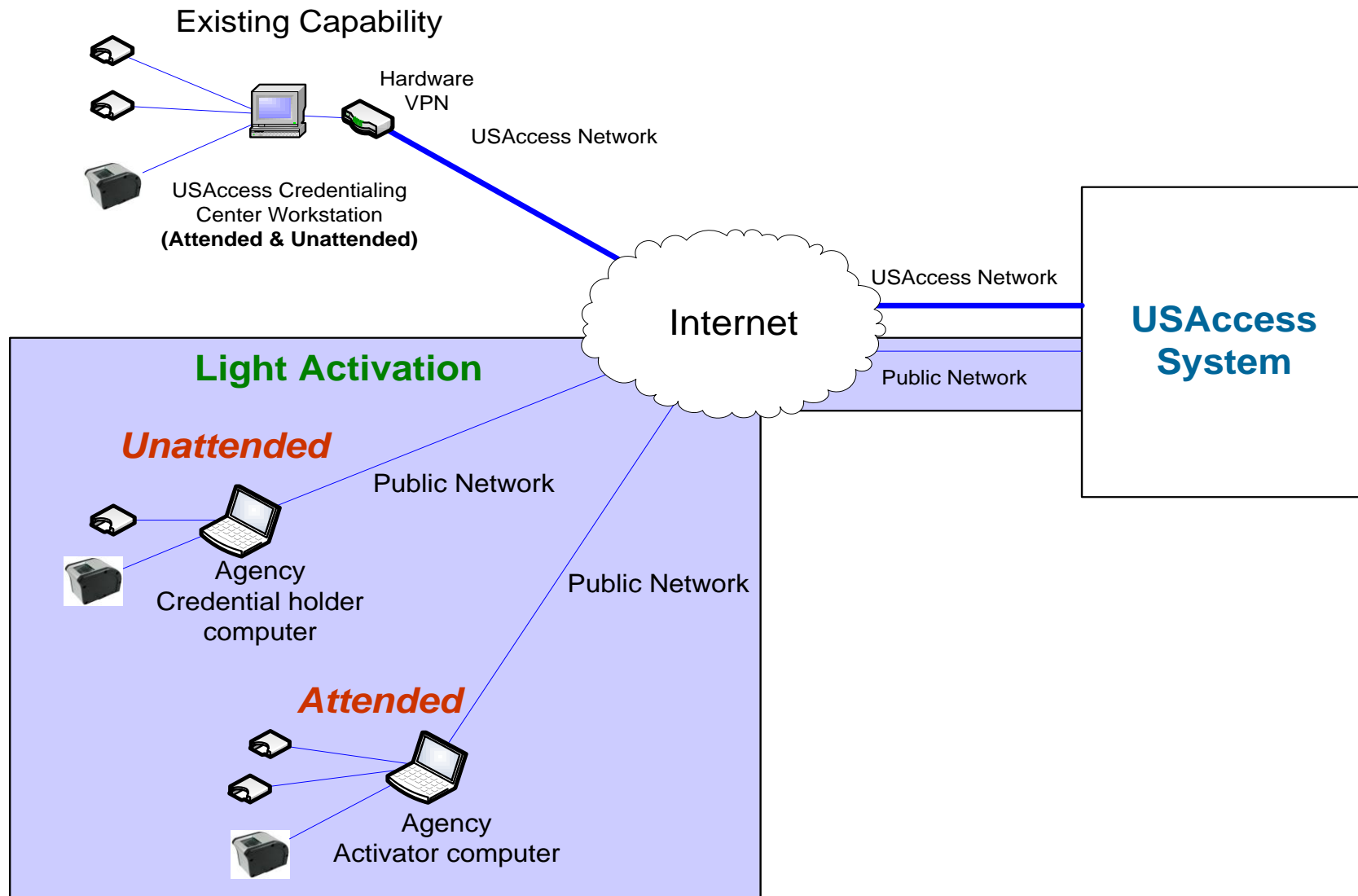
**Cogent CSD 330**    **OmniKey Cardman 3121**

- Light Activation capability requires the following minimum workstation resources:
  - Windows XP Professional Operating System with Service Pack 3 *(Windows 7 is not supported at this time)*
  - Internet Explorer v6.0 *(not compatible with i.e. 8 or 9 at this time)*
  - ActiveX Controls
  - Pentium IV GHZ or better CPU
  - 512 MB System Memory
  - 3 available USB 2.0 connections
  - 100 MB of free disk space
  - Local administrative privileges and some manual configuration may be required

*Network Test Utility Included*

- Light Activation capability requires the following network resources:
  - High speed Internet access with at least 512K bandwidth
  - No more than 300 MS latency (one way)
  - No more than 3% packet loss

Existing Capability

Hardware
VPN

USAccess Network

USAccess Credentialing
Center Workstation
**(Attended & Unattended)**

Internet

USAccess Network

Public Network

**USAccess
System**

**Light Activation**

*Unattended*

Public Network

Agency
Credential holder
computer

Public Network

*Attended*

Agency
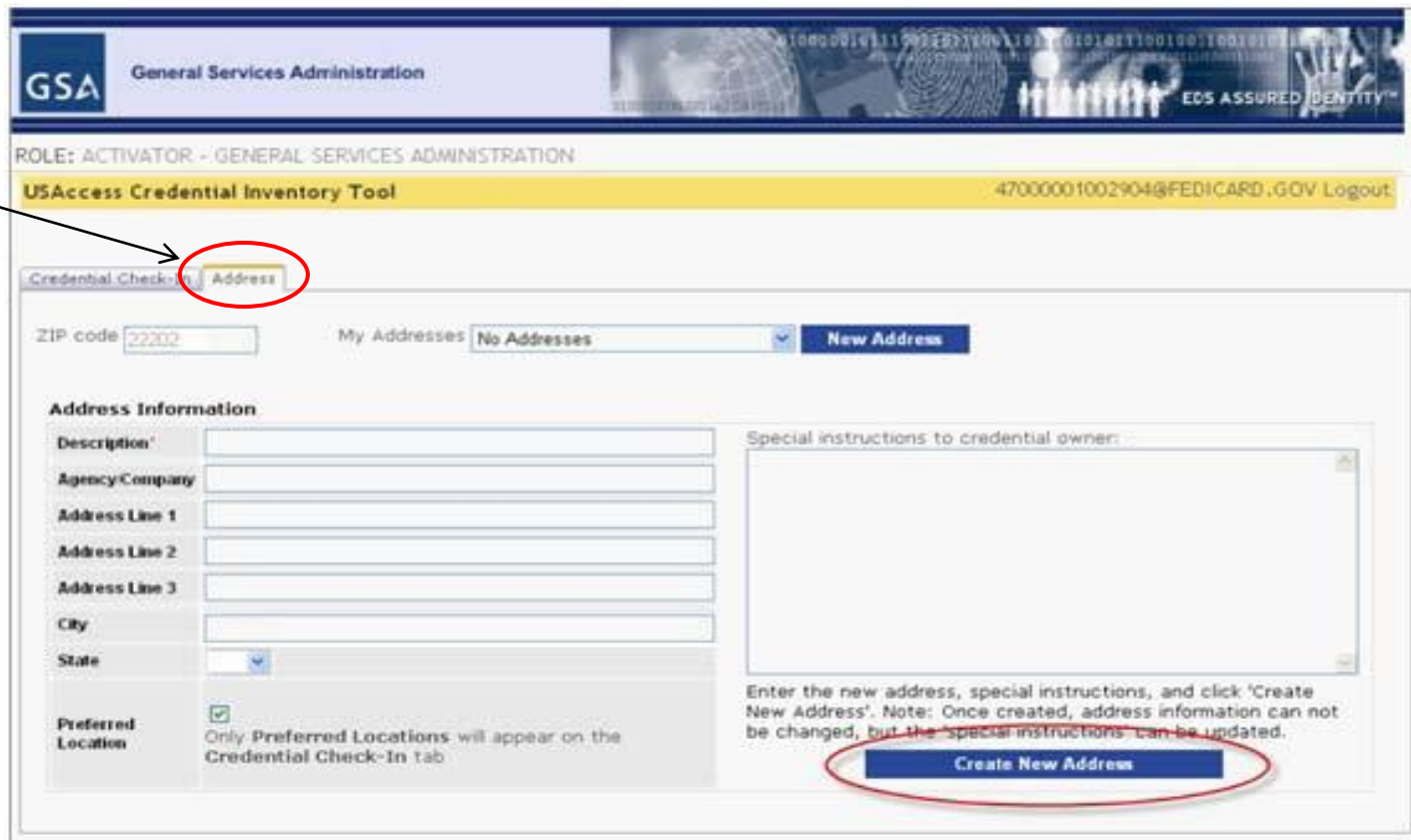Activator computer

5

# Customer Responsibilities are:

- Phase 1: Initial Introduction – *Completed* ✔
  - Provide technical or process feedback to the MSO as necessary (weekly meetings).
  - Kits sent to Agencies for testing to prove use cases and troubleshoot any problems.

- Light Activation Life-Cycle Management
  - Develop internal processes for hardware and software distribution and installation.
  - Test network and desktop resource and connectivity requirements to make sure they meet the minimum requirements.
  - Agency IT staffs are involved with installation and troubleshooting. OHSEC identified and trained internal helpdesk staff on kit installation, computer, and network troubleshooting as necessary.
  - Set up internal processes for:
    - Communicating network and device issues,
    - Distributing software updates and patches, and
    - Life-cycle management of hardware e.g., warranty, break-fix, license reuse and additional maintenance.
  - Train local Activators using the Web-Based Training (WBT) and assign roles.

# Customer Responsibilities are:

- Light Activation Life-Cycle Management (continued..)
  - Communicate processes, roles, and responsibilities to the Light Activation sites.
  - Determine means of distributing credentials to Light Activation stations.
  - Inventory cards through the Credential Inventory Tool (CIT).

Address page within CIT

- Credential Distribution Process
  - Will impact sites using Light Activation Stations
  - Cards will be centrally shipped to DC and forwarded onto the appropriate POC at the Light Activation Location



GSA HSPD-12 Service sends cards to OHSEC

OHSEC checks in LincPass cards, then...

...sends cards to Agency Leads

Agency Distributor checks in card and sends cards to Issuer,

Issuer checks in card and sends card pick up email to Applicant. Applicant makes an appointment.

If card matches Applicant's ID, Issuer/Activator proceeds with Activation of LincPass and begins using the card.

*Cards that are delivered to USAccess Credentialing Centers follow a different distribution process....

# Suggested Project Team

- Site Facilitator:
  - Is a department/OHSEC person that works with the test and site teams throughout the process to ensure that the teams have successfully completed all tasks, met requirements and ensures successful deployment.

- Agency Project Lead:
  - Is involved in LAS testing, determining deployment locations, and identifies necessary personnel to manage the station at particular locations. Responsible for deploying to their Agency's locations. Must certify that all sites meet requirements prior to installation.

- Site POC:
  - Must provide a workstation to install the LAS Kit. Is the main point of contact for the site.
  - Will provide site information prior to installation.
  - Will provide support to other project team members and be in charge of the light activation station.

- IT System Admin:
  - Involved in the site setup to ensure software load occurred or upload it, install hardware, test network, test cogent fingerprint reader. Provide support to Site POC or Activator if network issues occur.

- Activator:
  - Must have an Active LincPass, complete the Activator training (via WBT) and assigned the role of an Activator by your USAccess Role Administrator. Assist employees when necessary, needs to be aware of the Helpdesk Support available. May also receive, inventory and secure cards sent from other locations until they are picked up by the applicant.

Below are steps in order to prepare yourself for installation of LAS.

✓ **Step 1**: Complete JumpKit Request Template:
- Two page request form that will assist with deployment of LAS.
- Site POC will need to work with IT personnel in order to complete and to ensure the dedicated workstation meets the requirements to install the LAS. Once complete, please return to OHSEC. OHSEC will coordinate with your site POC on the LAS shipment **AFTER** they have received the completed request template.

Sample JumpKit
Request Template

| General Information (Completed by Agency Lead) | | | | |
|---|---|---|---|---|
| **Agency:** | **Date Requested:** | | **Installation Date:** | |
| **Facility Address:** | | | | |
| **Points of Contact:** | | **Email:** | | **Phone:** |
| **Agency Lead:** | | | | |
| **Site/ Activator:** | | | | |
| **IT:** | | | | |

| Light Activation Information (Completed by Site POC) | | | | |
|---|---|---|---|---|
| | Yes | No | N/A | Response/Comments |
| Has the Issuer/Activator completed online training & do they have a LincPass? <br> • If no LincPass, will the Issuer/Activator be able to obtain one prior to operation? | | | | |
| Has the USAccess role been assigned for the dedicated Issuer/Activator? | | | | |
| What will be your hours of operation for the Light Activation Station? | | | | |
| Would you like the hours of operation posted on the website? | | | | |
| Will you be able to ensure equipment is secure when unattended, following your Agency's security guidelines? | | | | |
| Will the Issuer/Activator be responsible for receiving & checking-in LincPasses? <br> • If not, please identify POC who will receive cards. | | | | |
| If you receive any PIV Credentials, will they be stored in a secure, locked safe or cabinet? | | | | |

| Information Technology (Completed by IT POC) | | | | |
|---|---|---|---|---|
| | Yes | No | N/A | Response/Comments |
| Will the software be installed on a computer issued to an employee or will it be stand alone? | | | | |

Below are steps in order to prepare yourself for installation of LAS.

✓ **Step 2**: Complete Report of Transfer of Property:

- Collect Signature of Agency Lead and Physical Security Division
- Form will be filed with OHSEC and used for auditing purposes on a yearly basis

Sample of Report

| United States Department of Agriculture | Report No. |
|---|---|
| **Report of Transfer or Other Disposition or Construction of Property** | Date |

| 1. Type of Transaction (Report each type separately) | 2. Authorization Reference |
|---|---|
| ☐ Transfer ☐ Sale ☐ Trade In ☐ Donation ☐ Construction ☐ Rehab ☐ As-Is | 3. Proceeds Received $ |

| 4. Reporting Agency | 5. Receiving Agency (Or Name of Purchaser or Donee): |
|---|---|
| A. Organizational Unit | A. Organizational Unit (Or Address of Purchaser) |
| B. Location | B. Location |
| C. Signature | C. Signature |
| D. Title | D. Title / E. Date |

6. Property Items

| Quantity (Or Prop. No.) | Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code) | Inventory Value |
|---|---|---|
| | | |

✓ **Step 3**: Activator to Complete necessary Pre-Requisites:

- Needs to complete the USAccess Activator Training: https://piv.golearnportal.org/
- Review the Credential Inventory Tool: https://portal.identitymsp.com/ServicesPortal
- Needs to have an Active LincPass
- Needs to be designated as an Activator by their Agency Role Administrator

✓ **Step 4:** If necessary, request LAS Kick-Off call with OHSEC and your site.

- The call would review requirements and LAS process. This is the sites initial opportunity to ask any questions they have regarding LAS. The option to have the call will be determined by the site.

✓ **Step 5**: Once you receive your kit, ensure you have all required peripherals within the package.

- If you encounter any damaged equipment, or if something is missing in the package please contact your OHSEC shipping coordinator.

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✓ **Step 6:** Site POC and Activator will work with IT POC in order to install LAS Kit on workstation.

  ▪ Installation guide has been provided as part of the kit. If you find yourself having issues at any point during the installation, please contact the USDA HSPD-12 helpdesk; 1-888-212-9309; USDAHSPD12@dm.usda.gov  or your OHSEC POC for assistance.

  ▪ A package of all the necessary upgrades will be available through your Agency lead, LAS deployment team, and USDA HSPD-12 helpdesk.



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✓ **Step 7:** Inventory cards currently on hand, or cards you receive via fed-ex through the Credential Inventory Tool (CIT). Please remember to "send" the applicant the email after "checking-in" the card.



Select "Yes" to send email to applicant

Getting Started -- Continued

✓ **Step 8:** Arrange times with applicants to pick up/activate LincPass. LAS locations will not be listed in the scheduling tool. LAS locations should consider posting hours of operation or notifying applicants of hours and location information.



✓ **Step 9:** Perform Activations. **Remember,** card maintenance actions such as Certificate update, or password reset can also be performed through a Light Activation station.
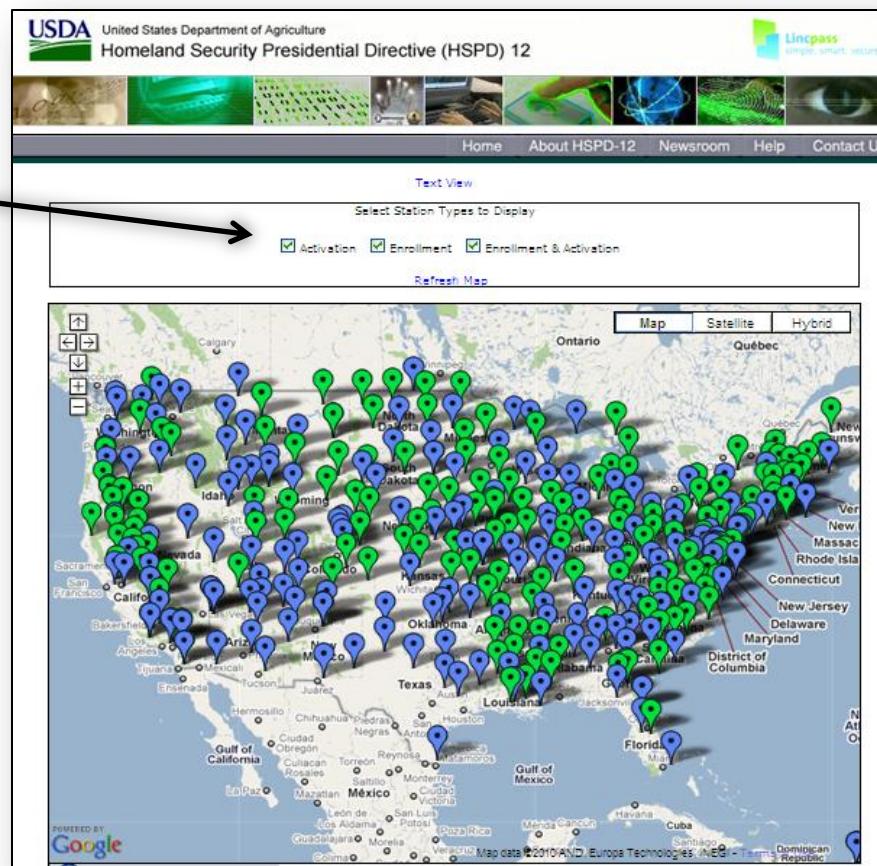
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- USDA LAS locations can be viewed on the USDA HSPD-12 website through the Station Lookup Utility:

  http://hspd12.usda.gov/stationsutil/allStations.aspx

**Here you can filter by preliminary LAS locations only, Enrollment stations only, or by Enrollment and Activation Stations.**

**This will assist you in determining other potential activation locations.**

## Links

- ✓ Credential Inventory Tool link: https://portal.identitymsp.com/ServicesPortal
- ✓ Activator Training: https://piv.golearnportal.org/
- ✓ USDA HSPD-12 website: http://hspd12.usda.gov/
- ✓ Location Lookup Utility: http://hspd12.usda.gov/stationsutil/allStations.aspx
- ✓ TRACKS website: https://portal.identitymsp.com/Tracks

## LAS POC's

- ✓ USDA Helpdesk: 1-888-212-9309; usdahspd12help@dm.usda.gov
- ✓ OHSEC LAS POC's:
    - ✓ Christin Lawlor clawlor@cri-solutions.com; 703-245-7873
    - ✓ Raiza Basilio raiza.basilio@dm.usda.gov; 202-401-0884

# QUESTIONS??